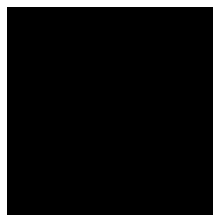


**Professional**



**Development!**

## Spring 2006

**In this issue: Child care providers talk about the importance of professional standards. Plus, important information about your business from OFC.**



*An early childhood education agency*

## **Dividends from Professional Development Training are Many, Say Child Care Providers**

In this issue of Update, family child care providers talk about the importance and benefits of professional development standards for early childhood educators. Though each provider focused on a single standard, some common themes emerged from their comments:

- ☞ Professional development in the early childhood field improves the quality of care for children.
- ☞ Attending training in the early childhood field is essential to becoming a true child care professional.
- ☞ The value of professional training goes beyond course content and includes opportunities for child care professionals to provide support, encouragement, and reinforcement for one another.
- ☞ Professional training achievements are recognized and appreciated by parents and are good for business.
- ☞ Professional development enhances the public image of child care and underscores the important and serious role caregivers play in the healthy growth and development of young children.

### **Professional Development Standards**

- Standard 1: Promoting Children's Health and Safety
- Standard 2: Promoting Child Development and Learning
- Standard 3: Building Family and Community Relationships
- Standard 4: Observing, Documenting, and Assessing to Support Young Children and Families
- Standard 5: Teaching and Learning
- Standard 6: Becoming a Professional

**Record your professional development progress! See our tracking tool under *Current Research and Publications* at [www.fairfaxcounty.gov/OFC](http://www.fairfaxcounty.gov/OFC)**

Linda Corliss, Alexandria

## **Standard 1: Health and Safety**

“The Safety and Health standard rises above all others in importance because the life of each child is entrusted in my care. Children must be protected both emotionally and physically through proper environments, materials and interactions.

“Training from the Office for Children taught me the current best practices in child care and continues to keep me updated on new research findings, rules and laws. I started as a family child care provider 22 years ago. One change that influenced my care giving was the **Back to Sleep** campaign (The campaign instructed families and caregivers to place infants on their backs to sleep as a Sudden Infant Death (SIDS) prevention measure). I received literature and training from the Office for Children and put this knowledge into practice.

“Over the years, Office for Children training has given me the specific knowledge and skills that are important in family child care. Providers work alone on a daily basis. Having the opportunity to attend training with other providers is something I have enjoyed throughout the years. Coming together with other child care professionals provides support, reinforcement and encouragement. Training has played a key role in my longevity in the field.

“I have come miles and miles from where I started in child care. I have always cared about the children and felt I understood and empathized with them. Training has taken me from this basic beginning to create and nourish a professional provider.”

Rosa McKoy, Annandale

## **Standard 2: Promoting Child Development and Learning**

“Training about how children grow and learn is very important because it helps childcare providers in their work with children.

Training that focuses on the everyday concerns of taking care of children is especially relevant.

“Children are the future of this country and everyone can do something on a regular basis to help them have a better life. Activities need to be planned according to the abilities and interests of each child.

“In the **HighScope/Profundizando El Conocimiento** training , we focused on the stages of child development and how to plan activities for children of different ages. Through classes like these and others targeting the needs of children, including health, nutrition, physical education, environment, comprehension and child abuse I have learned much. It is essential caregivers know how to translate this learning into their efforts on behalf of healthy and secure children.”

Ninoska Benitez, Annandale

## **Standard 3: Building Family and Community Relationships**

“Good communication and involving parents” are insights that Ninoska Benitez has gained from attending workshops through Fairfax County. She has been a provider for over six years, and what she is most excited about is being part of the Office for Children’s **School Readiness Collaborative** (SRC). The SRC pilot project partners child care providers and elementary schools to improve the quality of child care for young children in Fairfax County so that they enter school ready to learn.

“I’m learning ways to tell parents what I am doing,” says Benitez. For example, she shares her weekly plans with parents, so that they know what their children are doing throughout the day.

She is also excited about her strong ties to the Annandale Terrace Elementary School community. SRC introduced her to the school’s principal who already knew who she was because teachers at Annandale Terrace use her child care services.

## Standard 4: Observing, Documenting, and Assessing

"I have been a family child care provider in the Fairfax County Early Head Start program for three years. I am presently enrolled in the **NVCC Infant Toddler Certification Program**.

"In my training at Northern Virginia Community College, I have learned about the importance of observation. My observations of the children I care for are continuous and on-going. They begin when my children arrive in the morning and continue until they go home. By constantly observing the children, I am able to share information with their parents, set goals for the children and meet their daily needs.

"When caring for infants and toddlers, documentation is constant. Because so many new things are taking place so fast and so often, you have to correctly document your observations so they can be presented in an accurate and non-judgmental manner. Documenting developmental milestones and behaviors gives me the insight I need to assess the individual needs of the children, plan daily experiences, and help families in supporting the developmental needs of their children.

"Because the Early Head Start Family Child Care Program serves not only children, but families, it is important that providers partner with and support families in the growth and development of their children. Parents really appreciate my sharing of the observations I document about their children.

"I am proud to be a family child care provider. I am confident that the quality of care I provide for children and the relationships I have with the children and their families help to support and build strong foundations for the future."

## Standard 5: Teaching and Learning

"I have learned to do so many more activities with children because of the training I have taken. I also learn from the other participants who are in the classes. Training has added richness to my program.

"For example, training in the Teaching and Learning standard helped me better understand how to manage transitions. I now do "morning message" with children – something I learned in a class called **Responsive Teaching**. The children now have fun when they change activities."

*(Note: Morning Message is a literacy development activity. Each morning the teacher writes a simple message to the children on a large sheet of paper, for example, "Good morning to my friends." The children and teacher then look at the message together, identify any letters they might see, and possibly read any sight words they recognize. It's a good way for children to learn their letters in a meaningful context, and learn concepts about print, such as capitalization and punctuation.)*

## Standard 6: Becoming a Professional

"Family child care training offered through the Office for Children has introduced me to several professional organizations, such as the Herndon Reston Family Child Care Association and the Virginia Alliance of Family Child Care Associations.

"By attending association meetings in my neighborhood and attending the Alliance conference, I have been able to meet other family child care providers and exchange new ideas about how to grow my professional child care business. This has made me feel part of a real profession and increased my pride in the work I do caring for children."

# FAMILY CHILD CARE WORKSHOPS

**Note: The following workshops are designed specifically for family child care providers.**

## USDA CHILD AND ADULT CARE FOOD PROGRAM ORIENTATION

Come and learn how the Child and Adult Care Food Program can benefit a family child care business. This orientation will explain how to join the Food Program and how to submit your monthly claims for reimbursement. Please note, participants will receive 2 hours of training credit, only after joining the Food Program.

### Course #: W-06-814-5

Tuesday, May 16<sup>th</sup>  
7:00 p.m. – 9:00 p.m.  
Gum Springs Glen, Training Room  
7839 Richmond Highway, Alexandria 22306

### Course #: W-06-814S-3

Thursday, May 25<sup>th</sup> (en español)  
7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

### Course #: S-06-814-1

Tuesday, June 13<sup>th</sup>  
7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

### Course #: S-06-814S-1

Thursday, June 22<sup>nd</sup> (en español)  
7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 734  
12011 Government Center Parkway, Fairfax 22035

### Course #: S-06-814-2

Thursday, July 13<sup>th</sup>  
7:00 p.m. – 9:00 p.m.  
Gum Springs Glen, Training Room  
7839 Richmond Highway, Alexandria 22306

### Course #: S-06-814-3

Wednesday, August 9<sup>th</sup>  
7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 1034  
12011 Government Center Parkway, Fairfax 22035

### Course #: S-06-814S-2

Wednesday, August 16<sup>th</sup> (en español)  
7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 1034  
12011 Government Center Parkway, Fairfax 22035

## GROWING YOUR CHILD CARE BUSINESS

Learn ways to run a successful family child care business, including the critical steps to effective marketing and record management. This workshop is designed for family child care providers who have been in business less than one year.

(Workshop: 2 hours)

### Course #: W-06-805-3

Thursday, May 18<sup>th</sup>  
7:00 p.m. – 9:00 p.m.  
Community Business Partnership Building, Suite C  
7001 Loisdale Road, Springfield 22150

### Course #: S-06-805-1

Thursday, June 29<sup>th</sup>  
7:00 p.m. – 9:00 p.m.  
Pennino Building, Room 1034  
12011 Government Center Parkway, Fairfax 22035

### Course #: S-06-805-2

Thursday, July 20<sup>th</sup>  
7:00 p.m. – 9:00 p.m.  
Gum Springs Glen, Training Room  
7839 Richmond Highway, Alexandria 22306

### Course #: S-06-805-3

Thursday, August 24<sup>th</sup>  
7:00 p.m. – 9:00 p.m.  
Community Business Partnership Building, Suite C  
7001 Loisdale Road, Springfield 22150

### Registration

To register only for the classes listed on this page, call 703-324-8100 or register online at: [www.fairfaxcounty.gov/ofc](http://www.fairfaxcounty.gov/ofc)

We regret that we are not able to accommodate children at any of these trainings.

### Training Reminders

- ☞ Be on time for training
- ☞ Register for workshops in advance
- ☞ Call our office if you registered for a workshop but do not plan to attend.

Fairfax County Office for Children  
Community Education and Provider Services announces

# USDA FOOD PROGRAM PRIZES

## WHO IS ELIGIBLE?

- **You are**, if your food records are received in our Office by the 5th day of every month.

## HOW MANY PEOPLE GET A PRIZE EACH MONTH?

- **One person each month will get a prize.** All Food Program participants who submit food program records on time will have their name entered in the drawing.

## WHAT IS THE MONTHLY PRIZE?

- A prize equal to approximately \$25.00.

## DOES EVERYONE GET THE SAME PRIZE?

- In addition to the monthly prizes, there are **4 special quarterly prizes!** Everyone who turns in food records on time for three months in a row will automatically be entered into a special quarterly drawing!

### CONGRATULATIONS to Our 2005 Winners!

**Quarterly Winners:** Rebecca Royston, Rosa Urias, Brenda Sitton, Linda Lofton

**Monthly Winners:** Kanwal Dhillon, Lula Yarbough, Dolores Abella, Shermal Obed, Yanis Reyes, Corazon Villena, Blanca Pardo, Mirna Alvarenga, Rebecca Aryiki, Rosa Flores, Mercy Stevenson, Silvia Rodas

### And to Our 2006 Winners!

**Quarterly Winners:** Naomi Gibson

**Monthly Winners:** Marianne Calogero, Dora Prado



# Your Child Care Business

Information from the Office for Children's Community Education and Provider Services Program:

## New Permit Renewal Process!

Three months before your permit is due, you will receive a yellow card in the mail reminding you about your renewal requirements. Upon receipt, complete the top portion of the card. Mail this yellow card and a check or money order for \$14.00 made out to OFC. Our address is printed on the card.

## Online Resource

On the Child Care Central web page, [www.fairfaxcounty.gov/childcare](http://www.fairfaxcounty.gov/childcare), under the "Being a Child Care Provider" section is a new resource. Click on the link "Find website resources for your business" for web links to County, State, and Federal government sites. You will also find links to other organizations that provide additional business resources and training opportunities.

**Updated-**The "Find Resources for First Aid and CPR" link now includes the web addresses, email addresses and phone numbers to help you locate information about scheduled training dates. ***Remember, online or video training for First Aid or CPR will not be accepted for certification purposes.***

## What Providers Like

### Fast and Easy Permit and Food Visits

Child Care Specialists are using computer laptops when visiting homes. Providers like the efficient way their information can be updated on the website, obtain a needed form, and update their marketing information on Child Care Central. The laptops are making visits faster and easier.

### All Day Training

January 7<sup>th</sup> was an All Day Training presented in Spanish for family child care providers. One

hundred twenty-four providers attended and it was a big success. The day was divided into 2 training tracks; one for new providers and one for more experienced providers. At the end of the day, Maria E. Aliaga and Mirna Vasquez were the winners of the big raffle prizes.

## Managing Your Business Information

### Are You Receiving Information about OFC Training Opportunities?

We may not have your new address, phone number or email address in the training database. Call your Administrative Coordinator to review and update your information. If you do not know who is your Administrative Coordinator, call (703) 324-8100 and ask.

### Your Personal Pin for Training Registration

When you register for training, you have the option to create your own personal pin number. If you do create a personal pin, make sure to write it down and save the information. We do not have access to your personal pin information. Your temporary pin is the last four digits of your home phone number as of July 2004 when the new training database system started. If you have changed your phone number, the temporary pin in the system is still your old phone number unless you have created a new personal pin.

### Mark Your Documents Clearly

Everyday we receive information we can not process because it is missing the name of the provider. Please include your first and last name on all documents that you mail, fax or bring to our office. This includes Food Records, Immunization Records, Rabies Certificates, First Aid and CPR Cards, Training Certificates and Attendance Sheets. Make sure your documents are well-marked with your first and last name so we can process your information.

### Update Children's Information

Now is a good time to review and update your emergency plan. One part of the plan is making sure that children's medical and emergency information is current. Make sure the work, home and cell numbers are current for parents and emergency pick-up people. As of January,

2006, the UniCare Health Plan of Virginia, Inc. merged with HealthKeepers Plus, Inc. Verify children's insurance and medical information as part of updating your emergency plan.

### Hours of Operation and Drop Box

The Office for Children is open from 8:00 a.m. – 4:30 p.m. If you are planning on dropping off documents, please visit us within these hours. If you arrive after hours, please use our yellow drop box located outside the 2<sup>nd</sup> floor parking garage entrance off of Random Hills Road. If you put your information in another drop box, it may not get to us. Again, make sure: 1. Your first and last name is on the material. 2. Clearly indicate if it is for CEPS or CCAR. These are the two divisions to which your material should be delivered on the 8<sup>th</sup> floor.

### Training

#### Special Needs

In response to the needs of children and families served throughout Fairfax County, Community Education and Provider Services is developing new training opportunities. These trainings will help support our family day care providers in effectively offering quality care for children who have disabilities in an inclusive family child care home environment. These workshops will be offered in early summer.

### USDA Food Program

#### USDA Reminders

Based on the agreement between the sponsoring organization (OFC) and family day care home, your responsibility as a provider is to:

- ☞ Acknowledge the right of the OFC Child Care Specialist and USDA representative to visit the day care home to review its meals service and records during child care operational hours. This visit may be announced or unannounced.
- ☞ Notify OFC in advance whenever you plan to leave your home with the children one hour before and after your approved meal time.

- ☞ Notify OFC in advance whenever you plan not to operate your child care home for any reason during the approved hours of care. This includes travel or vacation for long periods of time.

How do you notify us?

- ☞ You need to fill out and submit the Monthly Activity Schedule that is on the back of the CIF (Claim Information Form) form. The CIF is a pink form that you receive from our office monthly.
- ☞ Record your activities on the calendar and mail this form with your Food Records to the Office for Children. ***Food Records need to be received at the OFC on day five (5) of each month.***
- ☞ If your plans change from your submitted Monthly Activity Schedule, call our office at (703) 324-8002 and leave a message.

### Additional Tier I Schools

Effective March 1, 2006, the following elementary schools qualified for Tier I (higher reimbursement rate):

#### **Fairfax County**

ALC at Dunn Loring  
Glen Forest Elementary  
Woodlawn Elementary

#### **Alexandria City**

James K. Polk Elementary

#### **Prince William County**

Belmont Elementary  
George P. Mullen Elementary  
Loch Lemon Elementary  
Minnieville Elementary

#### **Loudoun County**

Guilford Elementary  
Sugarland Elementary  
Sully Elementary

Fairfax County Office for Children  
Community Education/Provider Services  
12011 Government Center Parkway, Suite 800  
Fairfax, Virginia 22035-1102

PRST STD  
U.S. POSTAGE  
PAID  
PERMIT 45  
FAIRFAX VA

## Join the USDA Food Program and Submit your Claims!!

You get benefits like:

- ☞ A chance for a monthly prize like a blender or mixer to use when you cook with children!
- ☞ A chance for the quarterly prize like a kitchen set or shelf with books!
- ☞ Priority registration for some workshops offered **only** to active participants in the Food Program.
- ☞ Reimbursement for some of the cost of food that you already serve to children.

**Need a few more reasons?** Look at these figures:

Number of Children	Tier One-Money You Could Have Claimed Monthly	Tier Two-Money You Could Have Claimed Monthly	Tier One-Money You Could Have Claimed Yearly	Tier Two-Money You Could Have Claimed Yearly
5	\$378.00	\$181.65	\$4,536.00	\$2,179.80
3	\$226.80	\$108.99	\$2,721.60	\$1,307.88
1	\$ 75.60	\$ 36.33	\$ 907.20	\$ 435.96

***Every month you do not join the USDA Food Program or submit your claim, you lose money you could put back into your business or your bank account!***

Ready to give it a try? Call (703) 324-8100 to register for the USDA Food Program Orientation and learn how to submit your claim.